## MGDR: CHANGING FOOTNOTES TO ARIAL-10

1. Click on one of your footnotes to find out what font they are in (usually it is Calibri).
2. On the Home tab, in the Editing group (all the way to the right), click Replace.
3. Click in the Find What box but do not type anything. Click Format. If you don't see the Format button, click More to make it appear.
4. Click Font. Enter in the name of the font that your footnotes are currently in. (You should now see the name of the font appear under the Find What box.)
5. Now click the Replace With box but do not type anything. Click Format and type in Arial. (You should now see "Arial" appear under the Replace With box.)
6. You have now told MS-Word that you want to replace any text with your original font with Arial. To find and replace each occurrence, click Find Next, and then click Replace. Or you can go ahead and click Replace All.